

Minutes of Meeting
Grafton Planning Board
June 22, 2015

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A regular meeting of the Grafton Planning Board was held on Monday, June 22, 2015 in Conference Room A at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Chairman David Robbins, Vice-Chair Michael Scully, Clerk Sargon Hanna, Robert Hassinger, Linda Hassinger and Associate Member Andrew Clarke. Staff present was Town Planner Joseph Laydon, Assistant Planner Ann Morgan and Office Manager Nicole Larson.

Chairman Robbins called the meeting to order at 7:00 p.m.

1: PUBLIC INPUT

No public input taken.

ACTION ITEM 2C: APPROVAL NOT REQUIRED PLAN – ANR 2015-3 – 207 PROVIDENCE ROAD

Mr. Laydon reviewed the ANR for 207 Providence Road, which shows the division of the property into two lots. He said both lots satisfy the frontage and practical access requests. A question was raised whether the utility easement would not permit a driveway for the second lot. Mr. Laydon stated that if it presented an issue it would not be a reason for withholding endorsement. Since there are two other driveways within the easement it is likely not an issue.

MOTION by Mr. Hanna, **SECOND** by Mrs. Hassinger, that the Board find that subdivision approval is not required and authorize the Town Planner to sign the plan. **MOTION** carried unanimously 5 to 0.

ACTION ITEM 2D: REQUEST FOR MINOR MODIFICATION OF SPECIAL PERMIT (SP 2014-6) & SITE PLAN APPROVAL

Mr. Laydon stated the applicant has submitted information indicating the Northbridge Fire Chief's approval of 3 Knox Boxes to gain access to the Northbridge Solar Facility, as referenced in the 2012 Special Permit, through the self-storage project. After a brief discussion the Board determined that the modification to this special permit provides acceptable emergency access, by way of the 100 Milford Road site, specifically to the Northbridge Solar Facility. Since access will be maintained as stated in the original special permit, the Board found the Knox Box setup to be sufficient.

MOTION by Mr. Hassinger, **SECOND** by Mr. Scully, to find this request as a minor modification and approve the modification. **MOTION** carried unanimously 5 to 0.

ACTION ITEM 2E: DRAFT DECISION – SPECIAL PERMIT (SP 2015-2) & SITE PLAN APPROVAL (SPA 2015-2) – ROOFTOP SOLAR ENERGY GENERATING FACILITY – HILLTOP SELF STORAGE OF GRAFTON, LLC (APPLICANT/OWNER)

The Board reviewed the draft decisions for SP 2015-2 and SPA 2015-2, followed by discussion pertaining to compatibility implied by the Roof Top Solar with the adjacent properties.

MOTION by Mr. Hanna, **SECOND** by Mrs. Hassinger, to find favorably the findings F1-F19 with minor edits discussed. **MOTION** carried unanimously 5 to 0.

MOTION by Mr. Hanna, **SECOND** by Mrs. Hassinger, to find favorably the findings F20-F31 with modified language as discussed for F26. **MOTION** carried unanimously 5 to 0

MOTION by Mr. Hanna, **SECOND** by Mrs. Hassinger, to find favorably the findings F20-F31 with modified language as discussed for F26. **MOTION** carried unanimously 5 to 0

Mr. Robbins requested minor changes to the language in C4 to clarify the Boards decision which requires conditions within the decision be included on the final site plan.

MOTION by Mr. Hanna, **SECOND** by Mrs. Hassinger, to find favorably the Conditions of C1-C16 as drafted with minor modification to C4. **MOTION** carried unanimously 5 to 0

ACTION ITEM 2F:DRAFT DECISION – SPECIAL PERMIT (SP 2015-3) & SITE PLAN APPROVAL (SPA 2015-3) – SELF STORAGE FACILITY – HILLTOP SELF STORAGE OF GRAFTON, LLC (APPLICANT/OWNER)

The Board reviewed the draft decision for SP 2015-3 and SPA 2015-3.

MOTION by Mr. Hanna, **SECOND** by Mrs. Hassinger, to find favorably the findings F1-F5 with minor edits to numbering. **MOTION** carried unanimously 5 to 0.

MOTION by Mr. Hanna, **SECOND** by Mrs. Hassinger, to find favorably the findings F5-F22 with minor edits to numbering. **MOTION** carried unanimously 5 to 0.

The Board then discussed F29 at length, and came to the determination that there needs to be clarification on the compatibility of use, verse the general compatibility with the surrounding area, with an emphasis on design and screening for this specific project, by this specific decision

MOTION by Mr. Hanna, **SECOND** by Mrs. Hassinger, to find favorably the findings F23-F34 with the understanding that the findings be renumbered based upon the previous findings and the modifications be made to F29 of the draft as discussed. **MOTION** carried unanimously 5 to 0.

The Board also discussed the office hours and hours of access for the facility. Mr. Hassinger asked whether a waiver request for traffic study was submitted with the application. Mr. Laydon reviewed the application submission narrative which included a waiver request for a traffic study. Based on the previous traffic study and other past studies conducted by nearby projects, the Board determined that there was no need for a further traffic study to be conducted and that a waiver would be made for a further traffic study.

MOTION by Mrs. Hassinger, **SECOND** by Mr. Hassinger, to grant the requested waiver from the requirement to submit a traffic study based on the information submitted as documented in the findings. **MOTION** carried unanimously 5 to 0.

MOTION by Mr. Hanna, **SECOND** by Mrs. Hassinger, to grant the special permit and site plan with the conditions of C1-C26 as drafted. **MOTION** carried unanimously 5 to 0.

PUBLIC HEARING 8A: MAJOR RESIDENTIAL SPECIAL PERMIT (MRSP 2014-10) – D. & F. AFONSO BUILDERS (APPLICANT/OWNER)

Present for the hearing was Normand Gamache, of Guerriere and Halnon, who began the hearing by giving a review of the roadway layout at the nearby intersection of Westboro Road and Institute Road as well as a review of the plan for access to the subdivision. Mr. Laydon recapped on the information provided by the Grafton Police Chief and Highway Superintendent, Dave Crouse, who supported a 22 foot paved road with and 2 foot shoulders. The decision of the Division of Capital Asset Management and Maintenance's (DCAMM) approval on the 60 foot right of way is still remaining. The Board stated they would like to see a plan for moving the road away from the vernal pool and a land use plan for development, which is a required submittal element.

MOTION by Mr. Hanna, **SECOND** by Mr. Hassinger, to continue the public hearing to July 27th. **MOTION** carried unanimously 5 to 0.

PUBLIC HEARING 8B: SPECIAL PERMIT & SITE PLAN APPROVAL (SP 2015-7) – ACCESSORY APARTMENT – LISA BRENNER (APPLICANT/OWNER) – 8 NANTUCKET PLACE

Mr. Hanna read the public hearing legal notice for the special permit application for an accessory apartment at 8 Nantucket Place. Present for the hearing was Lisa Brenner and her husband, Steven Brenner, who provided plans and documents for the accessory apartment that would be located in the basement level of the existing house. After discussion by the Board, the applicant was informed that this special permit could be used only for a family member, and cannot be passed on with the sale of the house. The Board noted a comment from the Board of Health that appropriate upgrades to the sewer system of the home to accommodate an additional bedroom or a deed restriction on the number of bedrooms would be required.

MOTION by Mr. Hassinger, **SECOND** by Mr. Scully, to close this public hearing and instruct staff to draft a decision based on the information provided to the board and discussed at the public hearing. **MOTION** carried unanimously 5 to 0.

ACTION ITEM 2A: REORGANIZATION

1. ELECTION OF OFFICERS

MOTION by Mrs. Hassinger, **SECOND** by Mr. Hanna, to elect Sargon Hanna as Chairman; Michael Scully as Vice-Chair; Robert Hassinger as Clerk; designate Robert Hassinger as delegate to CMRPC; designate David Robbins as a member to the Open Space & Recreation Committee; designate Sargon Hanna as a member to the Community Preservation Committee; designate Robert Hassinger as a member to the Grafton Center Study Committee; designate Michael Scully as a member to the Economic Development Commission; and designate Linda Hassinger as a member to the Grafton Public Library Planning & Building Committee.

The Board discussed the number of delegates needed for CMRPC. The Board also believes that the Town Owned Land Committee has been dissolved and as a result, did not delegate a board member to that committee.

MOTION carried unanimously 5 to 0.

2. AUTHORIZE TOWN PLANNER TO: SIGN PAYROLL AND SIGN ANR PLANS ON BEHALF OF THE PLANNING BOARD

MOTION by Mr. Hanna, SECOND by Mr. Scully, to authorize the Town Planner to sign the payroll decisions, and ANR plans on behalf of the Planning Board. MOTION carried unanimously 5 to 0.

ACTION ITEM 2B: ENDORSE ANNUAL WORCESTER DISTRICT REGISTRY OF DEEDS SIGNATURE FORM

No MOTION was made at this time and the agenda item will be rescheduled to July 13, 2015.

3: DISCUSSION ITEMS

Mr. Laydon stated that the state officials are holding a series of meetings to engage local officials in the state's economic development efforts Mr. Laydon and Mr. Scully stated they will be attending the session being held at Quinsigamond College. The Planning and Conservation Department also now has an Economic Development sign outside of its door. Planning Department staff is also working to stream line communication between other departments for Team Meetings. Staff is also laying the ground work to improve the Town's GIS. Ann Morgan then gave an update on Fisherville Mill Park and the upcoming ventures of the Affordable Housing Committee. Mr. Laydon added that he has met with Gene Bernat and Conservation to shore up the dam and have marketing materials updated for the Fisherville Mill site.

4: STAFF REPORT

Mr. Laydon stated that on Tuesday, June 23, 2015 the intern for the Planning Department will be on board. That intern will work on the topics such as solar bylaws and determining best practices to present to the Board. The intern will also take part in evaluation of several specific applications as well as assist in research on different topics.

5: BILLS

The bills were circulated and signed.

6. CORRESPONDENCE

No correspondence was presented.

7. REPORTS FROM PLANNING BOARD REPRESENTATIVES ON TOWN COMMITTEES AND CMRPC

A brief update was given by Mr. Scully on the discussion at the last Economic Development Commission meeting, which included topics in transportation and transportation. The Committee is also thinking about the Fall Business Breakfast for late September or early October.

10. ANY OTHER ITEMS WHICH MAY LAWFULLY COME BEFORE THE BOARD

No items at this time

ADJOURNMENT

MOTION By Mr. Hassinger, **SECOND** by Mrs. Hassinger, to adjourn the meeting. **MOTION** carried unanimously 5 to 0.

The meeting was adjourned at 9:35 p.m.



Robert Hassinger, Clerk

EXHIBITS

- **ACTION ITEM 2C: Approval Not Required Plan (ANR 2015-3) – CEC Solar #1056, LLC c/o Clean Energy Collective (Applicant) – 146 West Boylston Drive**
 - Application For Endorsement of Plan Believed Not To Require Approval form; dated June 18, 2015 by Grafton Town Clerk; received June 18, 2015; 1 page
 - Affidavit form; dated June 17, 2015; received June 18, 2015; 1 page
 - Certification of Good Standing; dated June 18, 2015 by the Town Treasurer/Collector; received June 18, 2015; 1 page
 - Required Plan of Land; prepared by Field Engineering Co., Inc.; 11" X 17"; dated June 17, 2015; no received date; 1 page
- **ACTION ITEM 2D: Request for Minor Modification of Special Permit (SP 2012-4) & Site Plan Approval – Northbridge Solar Facility**
 - Email Correspondence between Mr. Laydon and Travis Brown, Project Engineer and attached letter from Fire Chief Nestor of the Northbridge Fire Department; dated June 16, 2015; received June 17, 2015; 3 pages

- **ACTION ITEM 2E: Draft Decision – Special Permit (SP 2012-3) & Site Plan Approval – Hilltop Self Storage Rooftop Solar Generating Facility (Applicant) – 100 Milford Road**
 - Draft Decision – Construction of a Roof Top Solar Energy Generating Facility – Special Permit 2015-2 & Site Plan Approval 2015-2; Dated June 19, 2015; 13 pages.
- **ACTION ITEM 2F: Draft Decision – Special Permit (SP 2012-2) & Site Plan Approval – Hilltop Self Storage Facility (Applicant) – 100 Milford Road**
 - Draft Decision – Construction of a Self-Storage Facility – Special Permit 2015-3 & Site Plan Approval 2015-3; Dated June 20, 2015; 16 pages
 - 2nd Draft Decision – Construction of a Self-Storage Facility – Special Permit 2015-3 & Site Plan Approval 2015-3; Dated June 20, 2015; 16 pages
- **PUBLIC HEARING 8B: Special Permit 2015-7 & Site Plan – Accessory Apartment – Lisa Brenner (Owner/Applicant) – 8 Nantucket Place**
 - Application for Special Permit 2015-7; dated May 20, 2015; received May 26, 2015; 1 page
 - Certificate of Good Standing; dated March 26, 2015; no received date; 1 page
 - Project Narrative from the Owner/Applicant; dated May 20, 2015; received May 26, 2015; 1 page
 - List of requested waivers; no date; received on May 26, 2015; 2 pages.
 - Parcel Specs Sheet; no date; received on May 26, 2015; 1 page
 - GIS map of property; dated December 31, 2013; received May 26, 2015; 2 pages
 - Abutters List Form packet; dated March 31, 2015 by the Assessors Office; received May 26, 2015; 3 pages
 - Basement Plan – Existing; prepared by McNamara Construction and Development, Inc; dated April 6, 2015; received May 26, 2015; 1 page
 - Basement Plan – Proposed; prepared by McNamara Construction and Development, Inc; dated April 6, 2015; received May 26, 2015; 1 page
 - Memo from Stephen Charest, Grafton Fire Department; dated June 10, 2015; received June 11, 2015; 1 page
 - Memo from Stephen Brian Szczurko, Engineering; dated June 10, 2015; received June 15, 2015; 2 pages
 - Email Correspondence from Robert Berger, Building Department; dated June 10, 2015; received June 15, 2015; 1 page
 - Email Correspondence from Matt Pearson, Water District; dated June 11, 2015; received June 15, 2015; 1 page